
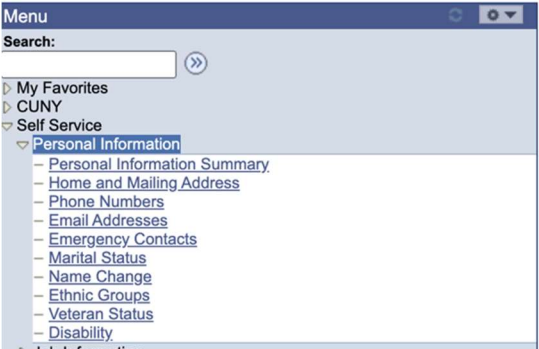

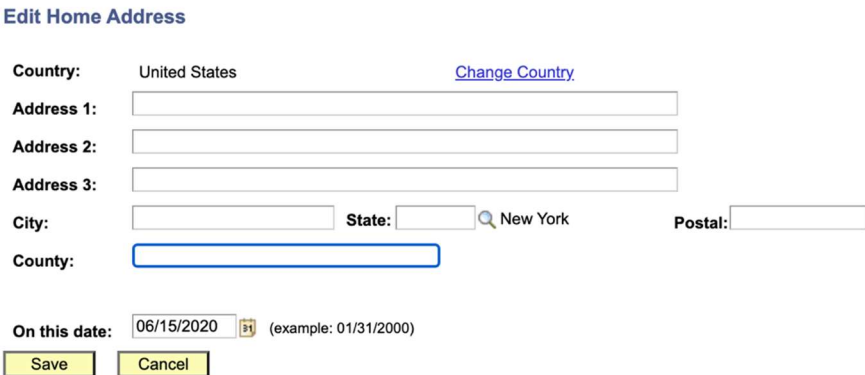


CUNYfirst Employee Self Service: Editing your Address in CUNYfirst: Faculty

Step	Action
1.	<p>Log into CUNYfirst. In the CUNYfirst Menu, select Human Capital Management</p> 
2.	<p>Click Self Service> Personal Information> Home and Mailing Address</p> 
3.	<p>You can choose to ADD or EDIT an existing address</p> 
4.	<p>Input your address and make sure to click SAVE</p> 

The home and mailing address page is displayed. Please review and verify your information.